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25 April 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Nominations for Basic Supervision Course

1. It is requested that the training request forms for Basic Supervision state clearly the student's supervisory duties, and the purpose to be served by sending him to the course. Basic Supervision has been heavily oversubscribed during the past four months. In spite of three extra presentations given so far this year, there have been more candidates than openings, and it has been necessary for CTR to distribute the available slots.

2. In general, students being nominated for Basic Supervision are of four types:

- a. Those who are carrying full responsibility as first-line supervisors, having a substantial delegation of responsibility and being required to spend half to full time on supervision;
- b. Individuals who have assumed limited supervisory duties;
- c. Individuals who are not now supervising, but who are slated to take over supervisory duties in the future;
- d. Individuals who are not supervising and for whom no immediate supervisory job is intended, but whose work is such as to make clarification of supervisory principles of some benefit.

3. Since Basic Supervision is designed for supervisors, to improve their effectiveness in a job currently being performed, CTR is giving priority to the first group. The course can accommodate a reasonable proportion of students of the second type, and a small number, preferably no more than two or three in any presentation, from the third and fourth groups.

4. The selection can be made more fairly, and the training made more effective, if the training request forms give a clear description of supervisory duties and the reason for the request at this time.

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5. Experience has shown that the student who gets the greatest benefit from the course is the one who understands from the start why he is there and how he will be asked to apply what he learns. It is urged that each individual coming to the course be briefed--preferably by his supervisor--as to why he is being sent.

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6. Please consult with extension about any particular situation requiring clarification.

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Director of Training